



## Computer-based Assessment Test Administration Directions Supplement II **REVISED** March 27, 2015

### **Volume Control**

Students cannot adjust the volume on most devices after the KITE Client has opened. Please set the volume controls prior to students taking the test as part of the school technology coordinator and building test coordinator set up tasks.

Test administrators should remind students to check the volume for their device prior to opening KITE. EED recommends that this is done prior to beginning the “Directions to Students” found on pages 45-48 of the AMP Test Administration Directions.

**If a student needs to adjust the volume after starting the test and is using a device that is not allowing this to occur, please exit the test (see below). Adjust the volume and then log back into the test using the same ticket. All answers provided prior to exiting the test will be saved.**

windows device	Ctrl+alt+delete
mac device	reboot
iPad	force quit
chromebook	reboot

Do not exit the test using the “review and screen.” This will end the test section and the student will not be able to access the test without reactivation. **If this does occur, the DTC may authorize reactivation under “rare and unusual.”**

### **Breaks During a Test Session**

Students may take monitored breaks during a test session if needed. Students should not be able to access resources or their phones and should be reasonably monitored so that they cannot discuss the assessment questions with others.

If a single student is leaving the test session (for example, a bathroom break) please take steps to cover the student’s device screen.

Test Administrators must collect test tickets from students if they are not in the room actively testing.

Please remember that the test will time out after 30 minutes of inactivity. Breaks should be limited to 5-15 minutes in length.